



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 1/4/19	<u>Interviewer:</u> EO Office	RFA #19-03
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED] (former WWU Student)		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status: ☐ Male ☒ Female ☐ Other :

☐ He/Him/His ☒ She/Her/Hers ☐ They/Them/Theirs ☐ Other :

☐ Administrator ☐ Faculty ☐ Staff ☒ Student (former)

Concern Regarding: ☒ Male ☐ Female ☐ Other:

☒ He/Him/His ☐ She/Her/Hers ☐ They/Them/Theirs ☐ Other :

☐ Administrator ☐ Faculty ☐ Staff ☒ Student

☐ Other:

Category: *(Please check at least one)*

- | | | | | |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input checked="" type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
12/31/18	SGS became aware of a Facebook post concerning student [REDACTED]	[REDACTED] was an individual who had posted on the Facebook page as having a negative experience with [REDACTED].
1/2/19	SGS informed by UPD [REDACTED] had previously contacted UPD	SGS was informed by UPD that [REDACTED] had previously contacted them and made a report concerning [REDACTED].

1/4/19	CM phone call to [REDACTED]	CM phone call to [REDACTED] informing her that she was hoping to meet with her to hear about her experience. [REDACTED] indicated she lived half an hour away and was no longer near campus in Bellingham. CM scheduled a phone meeting with herself and DN for 1/8/19 at 10:00 AM.
1/4/19	CM phone call to [REDACTED]	After informing SGS that CM had scheduled a phone meeting with [REDACTED], and that she was only half an hour away, SGS indicated she would approve CM and DN traveling to Mount Vernon to meet with [REDACTED] if [REDACTED] was willing to meet in person. CM therefore called [REDACTED] back on 1/4/19 to see if she was willing to meet in person. There was no answer, and CM left VM asking [REDACTED] to call back, and to see if she would be willing to meet with CM in person as opposed to over the phone.
1/7/19	CM phone call to [REDACTED]	CM phone call to [REDACTED]. CM asked if [REDACTED] would be willing to meet with the EO office in person instead of over the phone. [REDACTED] indicated that she would be fine with that, and said she had means for transportation in Mt. Vernon. CM asked [REDACTED] if she knew of any private places where they could have a meeting, like a Coffee shop with a private room. [REDACTED] indicated that the Woods on College Way in Mt. Vernon had a private room that likely could be reserved. CM and [REDACTED] agreed to a meeting at the Woods in Mt. Vernon at 10:00am on 1/8/19. CM said she would call to verify the room availability, then confirm with [REDACTED].
1/7/19	CM phone call to Woods Coffee	CM phone call to Woods Coffee in Mt. Vernon and was able to reserve the room for 10:00 on 1/8/19
1/7/19	CM phone call to [REDACTED]	CM phone call to [REDACTED] informing her CM was able to reserve the room and confirming their appointment for 1/8/19 at 10:00
1/7/19	DTN phone call with [REDACTED]	[REDACTED] called to confirm the date and time of the 1/8/19 interview.
1/8/19	[REDACTED] phone call to EO Office	[REDACTED] contacted the EO office at 9:10 AM and left a message with Lynae (CM and DN had already left the office and walked to CM's car in the parking lot to make the 10:00am meeting in Mt. Vernon) saying that she woke up today not feeling well and would like to reschedule the meeting. [REDACTED] requested a callback after 12:00 today to reschedule.
1/8/19	CM phone call to [REDACTED]	CM called [REDACTED] back at 1:00 to reschedule. CM rescheduled with [REDACTED] for 2pm on 1/9/19 in the conference room at Woods in Mount Vernon. CM indicated she would call to verify the room was available, and if it was not, she would get back in touch with [REDACTED] to find a different time, however, if the room was available at 2:00 CM would not call her back, so if [REDACTED] did not hear from CM again, it meant the room was available, and they would meet her at the Woods in Mt. Vernon at 2:00.
1/9/19	CM and DN meeting with [REDACTED] in Mt. Vernon	CM and DN meeting with [REDACTED] in Mt. Vernon at Woods Coffee. [REDACTED] brought her boyfriend as a support person. The meeting was scheduled for 2:00, but [REDACTED] did not arrive until 2:30. In order to maximize time with [REDACTED] in person, CM and DN did a very short introduction, then primarily spent the time with [REDACTED] obtaining information. CM provided [REDACTED] with hard copies of University Policies 1600.02, 1600.04, and 1600.02A as well as an informational EO brochure. CM explained she would take notes and would provide [REDACTED] the opportunity to review and approve the Notes CM took. CM also informed [REDACTED] that the EO office is looking into the concerns raised in the Facebook post, and may be obligated to initiate a formal investigation. CM explained that even though EO would be initiating the investigation, the allegations would be based on information she provided, and information could not be provided anonymously. [REDACTED] indicated she was comfortable being identified. The interview ended just a few minutes after 3, as the room was reserved by

		another group and they had arrived.
1/10/19	CM phone call with [REDACTED]	CM phone call with [REDACTED]. CM went into more detail re: the role of the equal opportunity office. CM explained EO is required to ensure due process for all parties and serves as a neutral and impartial fact finder. CM indicated the EO is not a confidential resources, reiterated that complaints cannot be made anonymously, and indicated the EO office is subject to public records request. CM informed [REDACTED] of the prohibition of retaliation. CM asked [REDACTED] what she would like to see as an outcome and [REDACTED] indicated she would like to see the most serious punishment that can be given by Western. CM explained to [REDACTED] she would be sending her a copy of the notes taken during her interview for her review and approval and would also review the allegations that would be presented to [REDACTED], to which he has 10 business days to provide a written response.
1/11/19	CM email to [REDACTED] with EO Notes attached	CM sent an email to [REDACTED] indicating she had attached a copy of the notes she took during their interview. CM asked that [REDACTED] review the notes, and if they looked accurate, indicate via reply email that they looked accurate. CM asked that if there were any changes [REDACTED] would like made, that she indicate the changes in a different color font (red perhaps) and send the document back via email.
1/11/19	CM phone call to [REDACTED]	CM phone call to [REDACTED] confirmed she received the email with the interview notes and had begun reviewing it. CM explained that the EO office had formulated allegations based on the information she provided. CM read the allegations to [REDACTED] over the phone. [REDACTED] indicated the allegations sounded accurate. CM explained that EO would be contacting [REDACTED] and informing him of the allegations and he would have 10 working days to respond in writing. [REDACTED] expressed some concern that her allegations were the only ones included. CM indicated that EO is continuing to talk to other individuals, and if other individuals have concerns relating to an EO protected category, additional allegations may be added, but in the interest of getting the process going in a timely manner, at this time, her allegations were the only allegations included. CM reiterated that [REDACTED] was protected from retaliation for engaging with the EO office and said that if she ever felt like she was experiencing any negative consequence, or harassing contact as a result of bringing these allegations, she should let EO know immediately, as that can be an independent basis for an investigation into retaliation. [REDACTED] indicated she understood but still felt a little disconcerted, however she indicated she was OK with the EO office going forward with presenting the allegations and would return the reviewed notes to CM when she was done reviewing them. [REDACTED] also indicated she would add more clarification relating to the connection between alcohol and sexual contact included in allegation D.
1/11/19	[REDACTED] email to CM	[REDACTED] email to CM indicating she reviewed the notes, and asking if CM needed anything else.
		Converted to Formal Complaint- See Formal Complaint [REDACTED]